

POSITION DESCRIPTION				1. Agency PDCN 40079000	
2. Reason for Submission Redescription <input type="checkbox"/> New Reestablishment <input type="checkbox"/> Other		3. Service HQ <input type="checkbox"/> Field <input checked="" type="checkbox"/>		4. Empl Office Location	
5. Duty Station		6. CPM Cert #			
7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests <input type="checkbox"/>		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status Competitive <input type="checkbox"/> <input checked="" type="checkbox"/> Excepted (32 USC 709) SES (Gen) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity 1-Non-sensitive <input type="checkbox"/> 2-Noncrit Sens <input type="checkbox"/> 3-Critical Sens <input type="checkbox"/> 4-Special Sens <input type="checkbox"/>	
13. Competitive Level		14. Agency Use WO/ENL			
15. Classified/Graded by a. US Office of Pers Mgt <input type="checkbox"/> b. Dept, Agency or Establishment <input checked="" type="checkbox"/> c. Second Level Review <input type="checkbox"/> d. First Level Review <input type="checkbox"/>					
Official Title of Position		Pay Plan	Occupational Code	Grade	Initials
Materials Handler Supervisor		WS	6907	06	sim
16. Organizational Title (if different from official title)		17. Name of Employee			
18. Dept/Agency/Establish - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision -		c. Third Subdivision - d. Fourth Subdivision - e. Fifth Subdivision -			
19. Employee Review - This is an accurate description of the major duties and responsibilities of my position.		Employee Signature/Date (optional)			
20. Supervisory Certification - I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations. Name and Title of Immediate Supervisor Signature/Date		Name and Title of Higher-Level Supervisor or Manager (Optional) Signature/Date			
21. Classification/Job Grading Certification - I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standard applies, consistently with the most applicable published standards. SUELLEN L. MATTISON Position Classification Specialist Signature/Date //signed// <i>Suellen L. Mattison</i> 12 Nov 93		22. Position Classification Stds Used in Classifying/Grading Psn USOPM JGS for Federal Wage Systems Supervisors, Dec 92. USOPM JGS for Materials Handler, WG-6907, Sep 90.			
INFORMATION FOR EMPLOYEES - The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the USOPM. Information on classification/job grading appeals, and complaints on exemption from FLSA is available from the personnel office or the USOPM.					
23. Position Review	Initials	Date	Initials	Date	Initials
a. Employee (Opt)					
b. Supervisor					
c. Classifier					
24. Remarks: Released from NGB-HR-EC, ID # CRA93-1012, dtd 12 Nov 93					
%	#1 Skill	Shred	Sub	%	#2 Skill
%	#3 Skill	Shred	Sub	%	#4 Skill
25. Description of Major Duties and Responsibilities (SEE ATTACHED)					

40079000

25.

a. INTRODUCTION:

The purpose of this position is to supervise workers, either directly or through one or more subordinate leaders and/or supervisors, in accomplishing the operations of a distinct organizational unit and to perform associated nonsupervisory work. The occupation and nonsupervisory grade level which best reflects the nature of the overall work operations supervised is Materials Handler, WG-6907-06.

b. DUTIES:

- (1) Planning: Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work.
- (2) Work Direction: Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and materiel is available when needed. Coordinates work with other units.
- (3) Administration: Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conduct or performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., equal employment opportunity and labor management relations. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Ensures that regulations governing safety and housekeeping are observed with appropriate protective clothing and equipment being utilized. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining.
- (4) Performs the nonsupervisory work of the function as needed.
- (5) Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.
- (6) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies.
- (7) Performs other duties as assigned.

c. RESPONSIBILITY:

Supervisor provides general instructions, standard procedures, overall priorities and policies and relies upon the incumbent to control work operations and accomplish an adequate quantity and quality of work. Work is reviewed for efficient and economical accomplishment within priorities and controls received.

d. PHYSICAL EFFORT:

Often required to stand on hard surfaces for extended periods of time, and to bend, stoop, and work in tiring and sometimes uncomfortable positions. May lift and carry items that weigh up to 40 pounds. Heavier items are moved with weight handling equipment or assistance from other workers.

e. WORKING CONDITIONS:

Work is done inside or outside in areas that may be hot, damp, cold, drafty, or poorly lighted. Regularly exposed to the possibility of cuts, scrapes, bruises, abrasions, falls, and injury from falling stock or mechanized conveyor systems. May be exposed to dust, dirt,

grease, and solvents and to high noise levels in mechanized work areas. Work may require wearing protective clothing such as hardhats, steel toed shoes, rubber gloves, masks, and rubber aprons.

EVALUATION STATEMENT

A. Title, Occupational Code and Grade: Materials Handler Supervisor, WS-6907-06.

B. References:

1. USOPM JGS for Federal Wage Systems Supervisors, Dec 92.
2. USOPM JGS for Materials Handler, WG-6907, Sep 90.

C. Background: This description reflects the implementation of the revised JGS for FWS Supervisors, Dec 92.

D. Occupational Code, Title and Grade Determination:

1. Occupational Code: The primary purpose of this position is to serve as a supervisor over work classified to the WG-6907 code. The occupational code of a supervisory job is the same as the code for the kind of work supervised.
2. Title: FWS supervisory jobs are identified by the job title of the occupation supervised followed by the title of "Supervisor." Therefore, the correct title for this position is Materials Handler Supervisor.
3. Grade: There are three factors used in determining the grade of FWS supervisory positions:
 - a. Nature of Supervisory Responsibility: The incumbent of this position plans and distributes work to subordinates on a weekly basis; explains work requirements; recommends individuals for vacancies, promotions or reassignments; counsels employees and adjusts informal complaints and grievances with workers and union representatives; and maintains production reports and establishes performance standards. This meets Situation #2 of the standard.
 - b. Level of Work Supervised: The occupation and highest level of nonsupervisory work which best reflects the primary purpose of the organization supervised is WG-6907-06.
 - c. Scope of Work Operations Supervised: This factor is divided into three subfactors, which are subdivided into levels with points assigned to each level. The total points are given a letter code (e.g., A, B, C) which is then used on the Grading Table (Factor III) along with the level of work supervised (Factor II) to determine the grade of the supervisor.
 - (1) Subfactor A - Scope of Assigned Work Function and Organizational Authority: This measures the scope of the assigned work function or mission, i.e., the purpose for establishing the job in the organization, extent and nature of the job's authority in relation to the organizational assignment, and importance of the job's decisions. This position meets level A-2 in that the supervisor has first or second level supervisory and decision authority over an organizational segment which typically has been established on the basis of being a distinct work function, maintains a balanced workload and makes necessary adjustments, makes decisions involving work or assignments and how they will be completed. This equates to 45 points.
 - (2) Subfactor B - Variety of Functions: This measures the difficulties of supervising work functions which may vary from being essentially similar to markedly different. This position meets level B-1, as the incumbent directs the work of subordinates in one or more similar or related functions within the organizational segment, with a base level of work at grades 1-7. This equates to 25 points.
 - (3) Subfactor C - Geographic Dispersion: This measures the difficulties associated with supervising personnel who vary from collocated to widely dispersed. In the normal National Guard work situation, subordinates are located in the same contiguous work area with the supervisor, therefore, no points are given for this factor.
 - (4) The total point conversion equals 70 points which falls within Level B.
- d. Based on the Grading Table for Situation #2, with the scope of work operations supervised (Factor III) at level B and the level of work supervised (Factor II) at WG-06, the supervisory grade is WS-06.

E. Conclusion: Based on the above evaluation, this position is classified as Materials Handler Supervisor, WS-6907-06.

Classifier: Suellen L. Mattison Region: NGB-HR-EC Date: 12 Nov 93

FWS SUPERVISORY GUIDE

POSITION EVALUATION SUMMARY

FACTOR I: Nature of Supervisory Responsibility

Supervisory Situation (1-4): **2**

FACTOR II: Level of Work Supervised

Step 1. Occupation: 6907

Step 2. Credited Level of Work Supervised (Nonsupervisory): WG-06

OR Constructed Level of Work Supervised (If applicable):

FACTOR III: Scope of Work Operations Supervised

Level Points

Subfactor A: Scope of Assigned Work Function

& Organizational Authority: A-2 45

Subfactor B: Variety of Functions Supervised: B-1 25

Subfactor C: Geographic Dispersion: 0

SUMMARY: TOTAL POINTS: 70

LEVEL: B

FINAL CLASSIFICATION: Materials Handler Supervisor, WS-6907-06.

REMARKS:

Classifier: Suellen L. Mattison Region: NGB-HR-EC Date: 12 Nov 93